



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: SPG-571932

FOR:

**THIRD PARTY LOGISTICS SERVICE WAREHOUSING  
OF GOVERNMENT OWNED PROPERTY**

**PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:**

Date: 06/02/03

Local Time: 3:00 p.m.

## COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name: Stephanie P. Gavshon  
Title: JPL Contract Negotiator

Mail Stop: 190-220  
Phone: 818-393-5130  
Fax: 818-354-3494  
E-Mail: [stephanie.p.gavshon@jpl.nasa.gov](mailto:stephanie.p.gavshon@jpl.nasa.gov)

California Institute of Technology  
Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Date of Issuance: 05/19/03

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### 2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

### 3. Attachment to RFP, see attached form entitled, "RFP Proposal," dated April 30, 2003. To respond to this RFP, fill out the Proposal and return to the JPL Contract Negotiator, Stephanie P. Gavshon, along with the completed Group A Attachments described above and Financial Statements described in the Cost Instructions below.

### 4. Specimen Contract, Dated April 30, 2003.

Attachments to the Specimen Contract Consist of General Provisions (GPs) and Additional General Provisions (AGPs) containing information applicable to this RFP. Hard copies of the Group B Attachments will be mailed by request only. All are viewable electronically at:

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>.

## GENERAL INSTRUCTIONS

### 1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

### 2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

#### 2.1 Organization and Format.

- 2.1.1 Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions.
- 2.1.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.
- 2.1.3 JPL reserves the right to retain all proposal information submitted in response to this RFP.

#### 2.2 Hand Carried Proposals.

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

#### 2.3 Shipped Proposals.

Shipped proposals must be received by the JPL Contract Negotiator, by the time and date stated on the cover of this RFP, at Jet Propulsion Laboratory, Attention: Stephanie P. Gavshon, M/S 190-220, 4800 Oak Grove Drive, Pasadena, CA 91109-8099.

#### 2.4 Faxed Proposals.

Faxed proposals must be received by the JPL Contract Negotiator, by the time and date stated on the cover of this RFP, with a cover sheet address to the attention of Stephanie P. Gavshon at 818-354-3494.

#### 2.5 Electronically Submitted Proposals.

Electronically submitted proposals must be received by the JPL Contract Negotiator, by the time and date stated on the cover of this RFP, at [stephanie.p.gavshon@jpl.nasa.gov](mailto:stephanie.p.gavshon@jpl.nasa.gov).

### 3.0 GENERAL INFORMATION

#### 3.1 Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

- 3.2 Data.  
If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:
- 3.3 “Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. SPG-571932 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this Offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL’s right to use or disclose any data obtained from another source without restriction.”
- 3.4 Requests for Clarification/RFP Addenda.  
During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing to the individual referenced by “Attention:” on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

#### 4.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 4.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the Offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 4.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 4.3 No acceptable proposals are received in a timely manner.

**NOTE TO PROPOSERS:** If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

#### 5.0 CONTRACT AWARD TERM OPTIONS

The Specimen Contract contains an Award Term Option Article. The Award Term Option rates will be reviewed for price reasonableness, not for source selection purposes.

#### 6.0 SOURCE EVALUATION AND SELECTION PROCESS

Source selection will be made based on determining the responsive, responsible Offeror with the “lowest overall price.”

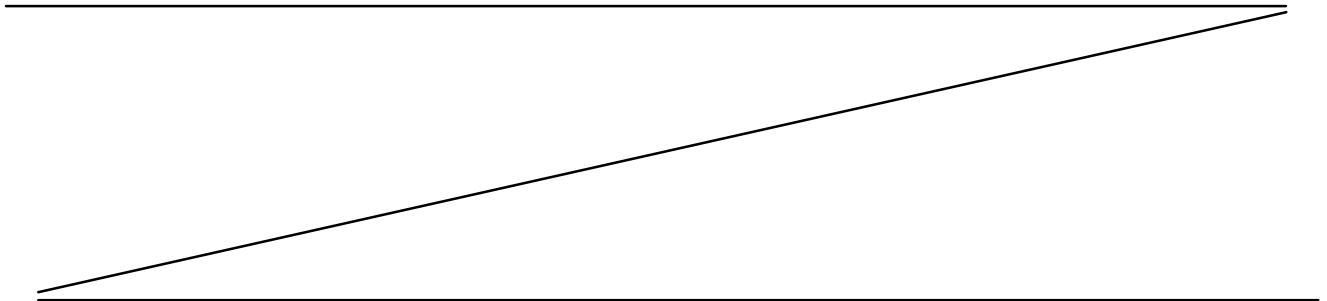
- 6.1 Responsiveness will be determined based upon the Offeror’s following the instructions included herein. In addition, following a determination of the Offeror providing the

lowest overall price, JPL reserves the right to conduct a site visit at one or more of the Offeror's locations to assess the Offeror's responsiveness to this RFP.

- 6.2 Lowest Overall Price will be determined by the lowest Offeror's price stated for the Fixed Priced Baseline Work on the returned Attachment to RFP, "Proposal," dated April 30, 2003. See also the Specimen Contract, dated April 30, 2003, Article 2, Section 2.1 for the Fixed Priced Baseline Work denoted.
- 6.3 Responsibility will be determined within the meaning of Federal Acquisition Regulation (FAR) Subpart 9.1, Responsible Prospective Contractors. JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.

#### 7.0 EXCEPTIONS TO GPs AND AGPs

JPL has made the determination that ANY exceptions to JPL's General Provisions and/or Additional General Provisions will render your proposal unacceptable.



## COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal entitled, "RFP Proposal," dated April 30, 2003, which must be returned to the JPL Contract Negotiator, Stephanie P. Gavshon.

Source selection will be made on the basis of determining the responsive, responsible Offeror with the "lowest overall price." Lowest Overall Price will be determined by the lowest Offeror's price stated for the Fixed Priced Baseline Work.

Although source selection will be made based upon the lowest overall price for the Fixed Price Baseline Work, Offerors shall provide pricing not only for the Fixed Price Baseline Work, but the Non-Baseline Work and Fixed Price Baseline Award Term Options as well, which will be reviewed for price reasonableness.

Offerors shall be committed to honoring all provided rates for fixed price baseline, non-baseline and fixed price baseline award term option work. Rate adjustments will only be permitted due to changes in the Service Contract Act wage rates or fringe benefits as provided in the Specimen Contract, dated April 30, 2003.

### 1.0 PROPOSAL PRICING

- 1.1 In preparing the pricing figures for the RFP Proposals, Offerors shall price the requirements as stated herein and as provided in the Specimen Contract, dated April 30, 2003.

#### 1.2 PROVIDE RATE INFORMATION FOR THE FIXED PRICE BASELINE WORK:

Fixed Price Per Month: \$\_\_\_\_\_ for 24 Months, Totaling: \$\_\_\_\_\_

#### 1.3 PROVIDE RATE INFORMATION FOR THE NON-BASELINE WORK:

- 1.3.1 Non-Baseline Work Rate for up to 30,000 Square Feet of Additional General Warehouse Space Per Square Foot: \$\_\_\_\_\_.

- 1.3.2 Non-Baseline Work Hourly Billing Rates:

For non-baseline work hourly rates, the Institute shall pay the Contractor for each hour of work directly performed for JPL at the following rates listed. Except as otherwise specifically provided for in this Contract, these non-baseline work rates include any and all direct cost, burden, overhead, general and administrative expense, and profit chargeable by the Contractor to the Institute under this Contract.

Classification	Straight Time	Time and a Half	Double Time
<b>Forklift Operator</b>	\$ _____	\$ _____	\$ _____
<b>Shipping Receiving Clerk</b>	\$ _____	\$ _____	\$ _____
<b>Truck Driver &amp; Light Truck</b> (Straight truck, under 1 1/2 tons, usually 4 wheels)	\$ _____	\$ _____	\$ _____
<b>Truck Driver &amp; Medium Truck</b> (Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels)	\$ _____	\$ _____	\$ _____
<b>Truck Driver &amp; Heavy Truck</b> (Straight truck, over 4 tons, usually 10 wheels)	\$ _____	\$ _____	\$ _____
<b>Truck Driver &amp; Tractor - Trailer</b> (Rated capacity is the gross vehicle weight minus the empty weight of the vehicle)	\$ _____	\$ _____	\$ _____

<b>Warehouse Specialist</b>	\$ _____	\$ _____	\$ _____
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1.4 PROVIDE RATE INFORMATION FOR THE FIXED PRICE BASELINE WORK  
AWARD TERM OPTIONS:

1.4.1 Following the Initial 2-Year Term, Price the Subsequent 2-Year Award Term  
Option:

Fixed Price Per Month: \$ \_\_\_\_\_ for 24 Months, Totaling: \$ \_\_\_\_\_

1.4.2 Following the Initial 2-Year Term and 2-Year Award Term Option, Price the  
Subsequent 1-Year Award Term Option:

Fixed Price Per Month: \$ \_\_\_\_\_ for 12 Months, Totaling: \$ \_\_\_\_\_

2.0 PARTIAL PAYMENTS

Partial Payments will not be allowed under this Contract.

3.0 PROGRESS PAYMENTS

Progress payments will not be allowed under this Contract.

4.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

4.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource. If this information has recently been submitted to JPL resubmittal is not necessary, simply reference the applicable JPL RFP number under which the data was submitted.

4.2 Attachments

The Section of this RFP entitled "Attachments" consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>



## ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B is for information purposes only in preparing your quotation/proposal.

***NOTE TO PROPOSERS:*** Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.

**GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:**

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input checked="" type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

**GROUP B - For information only:**

Attachment Number	Title and Form Number
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input checked="" type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive Order 11246) (form JPL 2899)
<input checked="" type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input checked="" type="checkbox"/> B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/> B-14	Billing Instructions – Cost Type Contract (form JPL 2716)



- ☐ B-15 Billing Instructions – CREI Contract (form JPL 2717)
- ☐ B-16 Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
- ☐ B-17 JPL Contractor Safety and Health Notification (form JPL 2885)

